

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

*TRANSFER OF LICENSE*

- ☐ Special Permit issued through the City Council. (Application is not complete until Special Permit is approved by City Council)
  - ☐ A Certificate of Good Standing - issued through the Department of Revenue ([https://mtc.dor.state.ma.us/mtc/\\_/#1](https://mtc.dor.state.ma.us/mtc/_/#1))
  - ☐ A Certificate of Compliance – issued through the Department of Unemployment <https://www.mass.gov/service-details/certificate-of-compliance-good-standing-from-department-of-unemployment-assistance>
  - ☐ Monetary Transmittal Form- [www.mass.gov/abcc](http://www.mass.gov/abcc)
  - ☐ New/Transfer Application- [www.mass.gov/abcc](http://www.mass.gov/abcc)
  - ☐ Change of Manager Application -[www.mass.gov/abcc](http://www.mass.gov/abcc)
  - ☐ CORI Authorization Form -  
Complete one for all individual who have ownership AND one for the proposed manager of record. This form must be notarized with a stamp or raised seal.\*
  - ☐ Vote of the Corporate Board  
Include a vote to apply for a transfer of license AND a vote appointing the manager of record, signed by an authorized signatory for the entity.
  - ☐ Proof of Citizenship for the proposed Manager of Record: Passport, Birth Certificate, Voter Registration- Please note - manager must have TIPs certification prior to approval
  - ☐ Business Structure Documents
- \*If corporation or LLC, Articles of Organization from the Secretary of the Commonwealth
- \*If partnership, Partnership Agreement
- \*If Sole Proprietor, Business Certificate
- ☐ Purchase & Sale Agreement
  - ☐ Supporting Financial Records (For all financing and or loans, including pledge documents, if applicable.)
  - ☐ Legal Right to Occupy (Lease or Deed.)
  - ☐ City of Chicopee Criminal Record Check on all applicants. (All applicants MUST complete the city CORI Form and bring the Form to this office A.S.A.P.

with a government issued photographic identification, this office will obtain Record if any).

☐ Must be Advertised Ten (10) Days prior to the Meeting. This office will place the legal notice.

☐ A copy of Blue Prints and a definitive site plan (if drawn must be legible, accurate and to scale).

☐ A copy of the Certificate of Occupancy

☐ Application MUST be filed in Duplicate.

☐ \$ 200.00 Filing Fee paid online through the ABCC online payment page

☐ \$ 200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.

**PLEASE NOTE: HANDWRITTEN APPLICATIONS ARE NO LONGER ACCEPTED**